

Public hearing(s), Docket, & Federal Register
FL 404 Assumption

Keep R4 OEA (and HQ?) informed when planning to publish FR Notice, schedule public hearing(s)

CREATE

- Roles list
- Intro PPT?
- Fact sheet?
- Contract support – OW task order
 - o Court reporter
 - o Transcript/meeting report
 - o Sort, summarize comments by topic (public hearing(s) and received via Docket)
 - o “How to comment” posterboards? Signs?
 - o Sign language interpreter?
 - o No need for facilitator. This is listening session style; EPA will run meeting.
 - o Unsure of coverage:
 - Facility?: “jack box” for press to plug in to A/V system (for direct feed from microphone)?
 - Facility? Timers for commenting countdown? (or borrow from Air?)
 - To be decided: whether we want a webinar component for remote listening.
 - Could be helpful: production of meeting handouts (FR Notice, fact sheet?)

DOCKET

- ID docket manager – Chris Holland, R4 Air? HQ?
- Request for unique email address/inbox initiated
- Post transcript of meeting here

PUBLIC HEARING(S)

Planning: Location/venue

- 1, 2, or 3 meetings?
- State park w/right setup? WMD offices? FIU in Miami?
- Location: Orlando if only one meeting. Add Jacksonville and Ft. Myers if three meetings.
- Microphones
- Press riser (for stashing cameras), “jack box” hookup to A/V direct feed for press, screen [or use poster?], lobby/back of room for sign-in...
- Webinar for remote listening? If 3 meetings, do all 3 need to be accessible via webinar?
- Room holds at least 100-120? Maybe 200-300? Overflow room with at least audio feed?
- Facilitate attendance by tribal representatives?

Planning: Timing

- ≥30 days after notice of hearing is published in FR [same as notice announcing complete package?], but <45 days after FRN [If 9/1 submittal, e.g., hearing window is 10/1-12]
- Graduation – consider timing/location/parking availability if hearings fall around December
- Legislative session
- Evening (i.e., after work hours)

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Logistics

- Contract support
- Court reporter
- Table for court reporter
- Recording device as backup
- Commenter cards?
- ¿Who compiles report/sorts comments? Same as docket support?
- Visual red/yellow/green timer (iPad)? – Might be able to borrow from Air Division.
- Local law enforcement or facility security presence?
- Screen or posters with “how to comment” info.
 - o Facility has easels for posterboard? Or we tape to walls (bring painter’s tape)

Roles

- Brian Frazer (1 mtg), John Goodin?, Dave Ross?, Trey Glenn?, Jeaneanne Gettle?, ~~Mike McDavit~~
- Tom, Rosemary, Phil, Matt, Mita?, R4 press officers
- Hearing officer = Jeaneanne?
- Others at listening table
- Runners for staging/coordinating commenters
- OCIR rep?
- Federal partners helping?
- Sign-in table managers: Public, press (R4 press officer(s)), government officials
- Who speaks during intro? Only EPA?

Flow of meeting

- Have 2-3 staff at entrance tables and have folks sign in, and then fill out a comment card if they want to make a comment. Note who from congressional delegation/state/local governments are there so the WDD can recognize them in the opening statement. Tally the number of cards and determine time allotments.
- Hearing officer opening statement:
 - o This is a listening session, will not be answering questions
 - o Explains the process and how folks can provide comments
 - o Recognize anyone present from congressional delegation, state/local government...
 - o Explain schedule etc.
- Give intro to subject (Hearing officer? Other presenter(s)?)
- Legal statement as needed by ORC, usually just explaining the legal standard we will apply to the decision. May not be needed.
- “We have X commenters, so each will get Y minutes to speak. Timer will indicate...”
- Statements from the audience. Acknowledge written comment submissions for the record.
- Congressional involvement – many times we have requests from someone in the delegation to make a statement. It is hard to not let that happen. Need to build some time in for that.
- Ask at end if there are any commenters that did not [yet] fill out a card.

QUESTIONS PENDING

Presentation/presence from other agencies (state, FWS, NMFS, Corps...)??

- Question for WDD...